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MONROE COUNTY CONSERVATION DISTRICT BOARD MEETING MINUTES
October 16, 2025

MEMBERS PRESENT: Bob Armstrong, Craig Todd, Sharon Laverdure, Roger McFadden, Brian Winot, Donna Foulk, and Jason Smith

DISTRICT STAFF: Kristina Heaney, Samantha Benway, Carol Luthar, John Motz, Charles Kelshaw, Mike Wilk, Angelena Campisi, and Drew Wagner via Zoom.

COOPERATING AGENCIES: Via Zoom Janet Creegan – DEP, Julia Scherer and Jeremie Schuster – MCPC, and Kristine Bush – Senator Rosemary Brown

PUBLIC: Jim Vogt and Via Zoom – Hector Ramirez

Bob Armstrong called the meeting to order at 10:00 AM.

Public Comment:

Jim Vogt informed the board that the Penn State Extension Master Watershed Steward Basic Training will be offered in Monroe County in February 2026. Applications are being accepted now through Friday, January 30, 2026.

Executive Session:

No Executive Session

Board Meeting Minutes:

Bob Armstrong asked for the approval of the September 18, 2025, Board Meeting Minutes.

A motion was made by Brian Winot, seconded by Jason Smith, to approve September 18, 2025, Board Meeting Minutes. Motion carried.

Environmental Education Report:

Carol Luthar provided the EE report to the board in their packet. Carol advised that the Fall programs and school field trips have begun, and many guests have been attending the bog walk programs.

Technical Report:

A copy of the technical report was provided to the board in their packets. Kristina shared details of the tech report. Members of the board inquired about site inspections and complaint site inspections.

Watershed Specialist/Ag Report:

Copies of the Watershed Specialist report and Ag report were provided to the board in their packets. For the Watershed Program, Kristina informed the board that Charles partnered with PA F&B at Ross Commons Creek and has begun preliminary work at Sambo Creek. For AG, Kristina advised that Charles finalized ACAP projects.

DGLVR:

John Motz informed the board that the Change Order for the Rosebay Road project is now in progress. The funds for the DGLVR program have not yet been received due to the state budget not being passed at this time.

District Managers Report:

Kristina Heaney provided a copy of the District Manager's report to the board in their packet. Kristina informed the board that the front entrance pond project is nearing completion and that she attended a farm visit for the new Growing Greener Grant.

Holiday Luncheon Location:

Bob Armstrong asked for approval of the Holiday Luncheon Location to Sarah Street Grill on December 11, 2025 at 10:30am.

A motion was made by Roger McFadden, seconded by Jason Smith, to approve the Holiday Luncheon Location to Sarah Street Grill on December 11, 2025 at 10:30am. Motion Carried.

Snowplow Contractor:

Bob Armstrong asked for approval to renew the snowplow contract with Strausser Nature's Helper to April 2026.

A motion was made by Brian Winot, seconded by Sharon Laverdure, to approve the renewal of the snowplow contract with Strausser Nature's Helper to April 2026. Motion Carried.

Recommendation to Hire: Administrative Specialist II – Julia Corr:

Bob Armstrong asked for approval to hire Julia Corr as the Administrative Specialist II.

A motion was made by Jason Smith, seconded by Brian Winot, for the approval to hire Julia Corr as the Administrative Specialist II. Motion Carried.

Out of County Travel:

Bob Armstrong asked for approval of Out of County Travel.

A motion was made by Brian Winot, seconded by Jason Smith, to approve Out of County travel. Motion carried.

Work Session Minutes:

Bob Armstrong asked for approval of the September 18, 2025, Work Session Minutes.

A motion was made by Sharon Laverdure, seconded by Donna Foulk, to approve the September 18, 2025 Work Session Minutes. Motion carried.

Financial Report:

Invoice Lists for October 16, 2025:

Bob Armstrong requested approval of the Invoice List for October 16, 2025.

A motion was made by Roger McFadden, seconded by Donna Foulk, to approve the Invoice List for October 16, 2025. Brian Winot abstained from this vote as he is the owner of Northeast Site Contractors who had an invoice on this list for approval. Motion carried.

Balance Sheet as of 08/31/2025:

Bob Armstrong asked for approval of the Balance Sheet as of September 30, 2025.

A motion was made by Roger McFadden, seconded by Craig Todd, to approve the Balance Sheet as of September 30, 2025. Motion carried.

Cooperating Agency Reports:

DEP- Via Zoom, Janet Creegan informed the board that Environmental Education grants close on November 14th so there is still time apply and that the Penn State Extension Water Cooler Talk on Data Centers webinar will be held on November 19th.

MCPC- Julia Sherer advised that she had nothing to report at this time.

Senator Rosemary Brown- On behalf of Sen. Rosemary Brown, Kristine Bush discussed the state budget and the upcoming events that Sen. Rosemary Brown's office will be hosting or attending.

Public Comment:

Jim Vogt commented on the new front entrance pond.

Bob Armstrong adjourned the meeting at 10:52 AM.

Respectfully submitted,


Samantha Benway
Finance Manager

The next MCCD Board of Directors Meeting will be held on Thursday,
November 20, 2025, at 10:00 AM at the Monroe County Conservation District.